

RECORDS TECHNICIAN II

General Statement of Duties: Under supervision performs complex technical clerical and typing tasks; does related work as required.

Distinguishing Features of the Class: An employee of this class is responsible for specialized clerical support for the Police Department on a shift basis. The work of this class is distinguished from Records Technician I by the special skill and knowledge utilized in classifying fingerprints, and operating microfilm equipment.

Areas of Accountability:

1. Classifies and files fingerprint identifications.
2. Provides clerical support and the records keeping functions of the department.
 - Maintains complex files, central records, and indices;
 - Operates adding machine, calculator, photo copier, Mira Code system, memory typewriter, and other office machines;
 - Maintains public information center;
 - Records statistical information, prepares daily, monthly, and annual reports, researches, compiles, and computes data;
 - Collects fees and issues receipts for reports, fingerprint cards, tow-ins, etc., and processes past due billings;
 - Actively assists in the training of new personnel;
 - Receives, prepares and files requisition forms, purchase orders, invoices, and departmental reports.
3. Receives and files reports.
 - Disseminates reports and mail to proper personnel, section or division;
 - Takes reports over PBX and at the public counter;
 - Assists insurance agencies and other police agencies in research and dissemination of reports according to department policy;
 - Processes and files warrants;
 - Processes NCIC entries and cancellations.
4. Provides assistance at the information counter.
 - Assists the general public through referrals;
 - Acts as general information source for the entire department;
 - Serves as receptionist directly assisting public, directing visitors and callers to proper person or department.

5. Maintains security and confidentiality of all reports, records, and investigative matter under his/her care and control not subject to public disclosure.
6. Monitors communications radio channel, searches and disseminates requested records information.
7. Performs other duties which may be required by department policy, employee's supervisor or department head.

Required Knowledge, Skills and Abilities: Considerable knowledge and skill in specialized police operations such as fingerprinting and microfilm; good knowledge of modern office practices and procedures, business English and arithmetic; knowledge of simple bookkeeping and accounting principles; ability to operate a typewriter for completing forms; ability to work independently; ability to make mathematical computations; ability to communicate effectively both orally and in writing with the public, other agencies and staff; availability for evening and night work; strong organizational abilities; accuracy.

Acceptable Experience and Training: Prefer completion of a standard high school course with two year's experience in general clerical work with some at level of Records Technician I within the Police Department or any combination of experience and training which provides the required knowledge, skills, and abilities. Successful completion of FBI sponsored fingerprint classification school required.